Multiple Award Contracts for the Office of the Inspector General Department of Defense

Pre-Solicitation Conference

Acquisition of Contractor Services In Support of the Chief Financial Officers Act of 1990

(P.L. 101-576)

09 August 2004

Adrienne M. Somerville
(301) 757-9057

AGENDA

- **0900 Welcome David Vincent**
- **0915 Environmental Scan Paul Granetto**
- **0930 Contract Strategy Jacqueline Jones**
- **0945 Small Business Barbara Greeley**
- **1000 Break**
- **1015 Solicitation Overview Adrienne Somerville**
- **1045 DCAA Q&A Forum Ivan Juric**
- **1100 Break**
- **1115 Questions IG DoD/NAVAIR**
- **1145 Closing Remarks IG DoD/NAVAIR**
- **1200 Conclusion IG DoD/NAVAIR**

DISCLAMER

The information we share today reflects current Government intentions of how the Inspector General Department of Defense (IG DoD) procurement should be carried out, and is subject to change based on a variety of circumstances. The formal solicitation itself is the only document that should be relied upon in determining the Government's requirement.

ENVIRONMENTAL SCAN

Competing Priorities

CONTRACT STRATEGY

Ms. Jacqueline Jones
Contracts
Naval Air Systems Command

CONTRACT STRATEGY

- Release one Multiple Award Contract for Assessment of DoD Financial Management Systems, Audit Assessment and CFO Audit.

- Complete MAC Source Selection/issue contract awards to multiple offerors.

- To be awarded using a reserve system.
  - Lot I HUBZone/8(a) reservation
  - Lot II Small Business reservation
  - Lot III Unrestricted

CONTRACT STRATEGY

- Offerors will have the option of submitting a proposal to either Task 1, Assessments of DoD Financial Management Systems or Task 2, Audit Assessments and CFO Audits, or both for Contract Lots I, II, and III or any combination thereof for which they are qualified.

- Various pricing arrangements for task orders, including Firm Fixed Price, Cost Plus Fixed Fee, Cost Plus Incentive Fee, Cost Plus Award Fee, and Time and Materials.

- Competitively issue Performance Based task orders for individual service agency requirements utilizing a streamlined process.

CONTRACT STRATEGY

- Each task order will be competitively awarded.
- Task orders are scaled by need and can be issued for up to a three year ordering period.
- OIG DoD and NAVAIR will choose the most appropriate selection criteria.
- Each task order will be reviewed by a Small Business Representative (DD 2579 coordination review).
- Streamlined proposal submission.
- Prior to soliciting task orders, awardees have forty-eight (48) hours indicating their intent to submit or not to submit a proposal.

CONTRACT STRATEGY

- The Government has no obligation to issue any orders except the minimum.
- The minimum guarantee is **$10,000.00** per contract.
- If deemed urgent, an order may be issued as a unilateral order.
- Oral orders will not exceed $100,000.00.
- NAVAIR intends to remain the Procuring Contracting Officer and Ordering Officer for this procurement.

CONTRACT STRATEGY

- The Administrative Contracting Officer will be assigned at the task order level.
- The use of exclusive team agreement is highly discouraged by the NAVAIR and OIG DoD team.
- An Award synopsis will be released to provide further notice of potential subcontracting opportunities.
- Issue competitive task orders for various service agencies, utilizing a streamlined process.

SMALL BUSINESS

Ms. Barbara Greeley

Director Small Business Office

Naval Air Systems Command

COMMITMENT to SMALL BUSINESS CONCERNS

- The OIG DoD and NAVAIR are committed to providing, to the maximum extent practicable, opportunities in this acquisition to small business concerns at both the prime contract as well as the subcontract level.

- *There will be two reserve lots for Small Business concerns*
  - *Lot I – HUBZone and 8(a) reservation*
  - *Lot II – Small Business reservation*

SMALL BUSINESS

- If within 48 hours the Contracting Officer receives reasonable assurance that two (2) or more HUBZone and/or 8(a) companies will submit a proposal, then the work will be reserved for HUBZone and/or 8(a) (Lot I) and the Request for Proposal (RFP) will not be open to those awardees in Lot II or Lot III.

- *Lot III, unrestricted, will require large businesses to submit Small Business Subcontracting Plans*

SMALL BUSINESS

- As part of the contract award evaluation process, the Government intends to assess the contractor’s goals, strategy and extent of commitment to the use of Small Businesses.
- Small Business subcontracting goals for large businesses will be reviewed and monitored at the task order level.

Break!!

SOLICITATION OVERVIEW

Ms. Adrienne Somerville

Procuring Contracting Officer

Naval Air Systems Command

SOLICITATION OVERVIEW

SECTION B

SOLICITATION OVERVIEW

SECTION B

Structured by Lot:

- First position of CLIN number indicates size standard (Lot I/HubZone and 8(a) Program reserve; Lot II/Small Business reserve; and Lot III/Unrestricted).
- Second position of the CLIN number indicates contract year (First Year is 0; Second Year is 1, and the Third Year is 2).

SOLICITATION OVERVIEW

SECTION B

- Third position of CLIN number indicates which portion of the SOW is being proposed (Information Assurance portion of the SOW is indicated by the number 1; and the CFO Assessment and CFO Audit Portion of the SOW is indicated by the number 2).
- Fourth position of the CLIN number indicates the type of contract (FFP – 1; CPAF – 2; CPFF – 3; CPIF – 4; T&M – 5; ODCs – 6; Data – 7; and OPSEC – 8).

SOLICITATION OVERVIEW

SECTION B

FOR EXAMPLE:

If you are a small business, the task order is in the second year, you are proposing on the CFO assessment portion and CPFF type contract the CLIN will be ***CLIN 2123***.

- CLIN 2123 is for Lot 2 (Small Business), the second year, CFO Assessment portion of the SOW, and a Cost Plus Fixed Fee type contract.

SOLICITATION OVERVIEW

SECTION B

PRICING

- Pricing T&M Rates for Information
  - CONUS; OCONUS; and Hazardous Government Site.
- Submit one fully burdened, fixed hourly rate per proposed labor category for all three years.
- The composite rates are required for any labor category for which more than one company’s personnel are proposed.

SECTION H

SOLICITATION OVERVIEW

SECTION H

SPECIAL PROVISIONS

- Rolling Admissions:
  - The Government reserves the right to review the contracts annually to determine whether it would be appropriate to reissue this solicitation for the purposes of adding additional ID/IQ holders.
  - Teaming arrangements strongly encouraged.
- Security Classification:
  - The overall contract will be Unclassified. DD254s will be completed at the task order level.
  - Contractor’s are encouraged to begin process of security classification.
  - Task orders security classifications may range from Unclassified to Top Secret levels.

SOLICITATION OVERVIEW

SECTION H

SPECIAL PROVISION

- Compressed Work Schedule (CWS)
  - Any contractor that chooses to allow (COR approval required) its employees to work a CWS schedule in support of this contract, agrees that any additional costs associated with the implementation of the CWS schedule vice the standard schedule are unallowable costs under the contract and will not be reimbursed by the Government.

SOLICITATION OVERVIEW

SECTION H

SPECIAL PROVISION

- Substitution of Team Members
  - The contractor agrees that a partial basis of this ID/IQ is the list of team members (companies) proposed. The list is (will be) included as Attachment (1) to this contract. The contractor may not add or delete any team member from the team without a prior contract modification signed by the Procuring Contracting Officer.

SOLICITATION OVERVIEW

SECTION H

SPECIAL PROVISION

- Allowability of Bid and Proposal Costs as Direct Costs
  - Not withstanding the contractor's disclosed accounting practice for allocating bid and proposal costs, costs incurred for preparing proposals to obtain task or delivery orders, whether competitive or non-competitive, are not allowable as a direct cost against any resultant task order or the contract.

SOLICITATION OVERVIEW

SECTION H

FAIR OPPORTUNITY PROCEDURES

- A fair opportunity will be given to all eligible contractors responding to the notice, and every contractor that is a party to the lots under which the work falls.
- Exceptions:
  - One of the circumstances described at FAR 16.505(b)(2)(i) through (iv) applies to the order; or
  - A statute expressly authorizes or requires that the purchase be made from a specific source.

SOLICITATION OVERVIEW

SECTION H

FAIR OPPORTUNITY EXCEPTIONS
(FAR 16.505(b)(2)(i) through (iv))

- The agency's need is of such unusual urgency, which would result in unacceptable delays.
- Only one awardee is capable of providing due to the unique, highly specialized nature.
- Sole-source is in the interest of economy and efficiency, because it is a logical follow-on to an order in which all awardees were given a fair opportunity to be considered for the original order.
- To satisfy the minimum guarantee.

SOLICITATION OVERVIEW

SECTION L

SOLICITATION OVERVIEW

SECTION L

Instructions to Offerors

- Three Volumes
  - Volume I, Offeror Information
  - Volume II, Offeror Capability Information
  - Volume III, Price/Cost Information
    - Original and two copies
    - Proposal shall be valid for not less than 180 days

SOLICITATION OVERVIEW

SECTION L

- Technical
  - 15 pages
  - Single spaced
- Management
  - 25 pages (Small Business strategy 5 page limit)
  - Single spaced
  - Subfactors: Management Personnel, Management Plan/Approach and SB and SDB subcontracting plan
- Past Performance
- Cost/Price

SOLICITATION OVERVIEW

SECTION L

- Technical
  - Narrative of technical approach and expertise
  - No reiteration of SOW
  - Define business arrangements
- Management
  - Management personnel – two page singled space resume
  - Management Plan/Approach
  - Subcontracting Strategy (FAR 19.7)

SOLICITATION OVERVIEW

SECTION L

- Past Performance
  - List references for past three (3) years
  - Three references for prime contractor
  - One reference for subcontractor
  - Questionnaire required
  - Supportive narrative – 2 page limit
- Cost/Price
  - One Fully Burdened Fixed Hourly Rate
    - Per proposed labor category
    - Direct rate, indirect rate, G&A and profit
    - Composite rates required for any labor category for which more than one company personnel is proposed

SECTION M

SOLICITATION OVERVIEW

SECTION M

- Evaluation factors descending order
  - Technical
  - Management
  - Past performance
  - Price/Cost
- All non price/cost factors when combined are significantly more important than Price/Cost.

SOLICITATION OVERVIEW

SECTION M

- Technical and Management
  - Five qualitative definitions
    - Outstanding
    - Highly Satisfactory
    - Satisfactory
    - Marginal
    - Unsatisfactory

- Past Performance
  - Six qualitative definitions
    - Very High
    - High
    - Low
    - Very Low
    - Unknown

MILESTONE SCHEDULE

- Draft Solicitation 09 July 2004
- Release Solicitation 16 August 2004
- Receive Proposals 16 September 2004
- Establish compliance/non-compliance with RFP 23 September 2004

- Evaluation of Proposals Completed 30 September 2004
- Discussions 12 October 2004
- Final Technical Evaluations Completed 18 October 2004
- Source Selection Advisory Council 21 October 2004
- SSA Review/Decision 26 October 2004
- Contract Announcement 16 November 2004
- Award Contract 19 November 2004
- Debriefings Within 10 days from award

DCAA Q&A FORUM

Mr. Ivan Juric
DCAA
Naval Air Systems Command

DCAA HISTORY

- Established 1965
- Approximately 4,000 employees (40% CPAs)
- 300 field audit offices (FAOs)
- Financial Liaison Advisors (FLAs) on-site at 78 Buying Commands
- United States, Europe and in the Pacific

DCAA RESPONSIBILTIES

- DCAA performs all necessary contract audits and provides accounting and financial advisory services regarding contracts and subcontracts to all DoD components responsible for procurement and contract administration.
- These services will be provided in connection with negotiation, administration, and settlement of contracts and subcontracts.

DCAA RESPONSIBILITIES

- Professional accounting and financial advice provided to federal government procurement personnel at all stages of procurement process including:
  - Pre-negotiation
  - Negotiation
  - Administration
  - Settlement (contract closing).

DCAA INVOLVEMENT

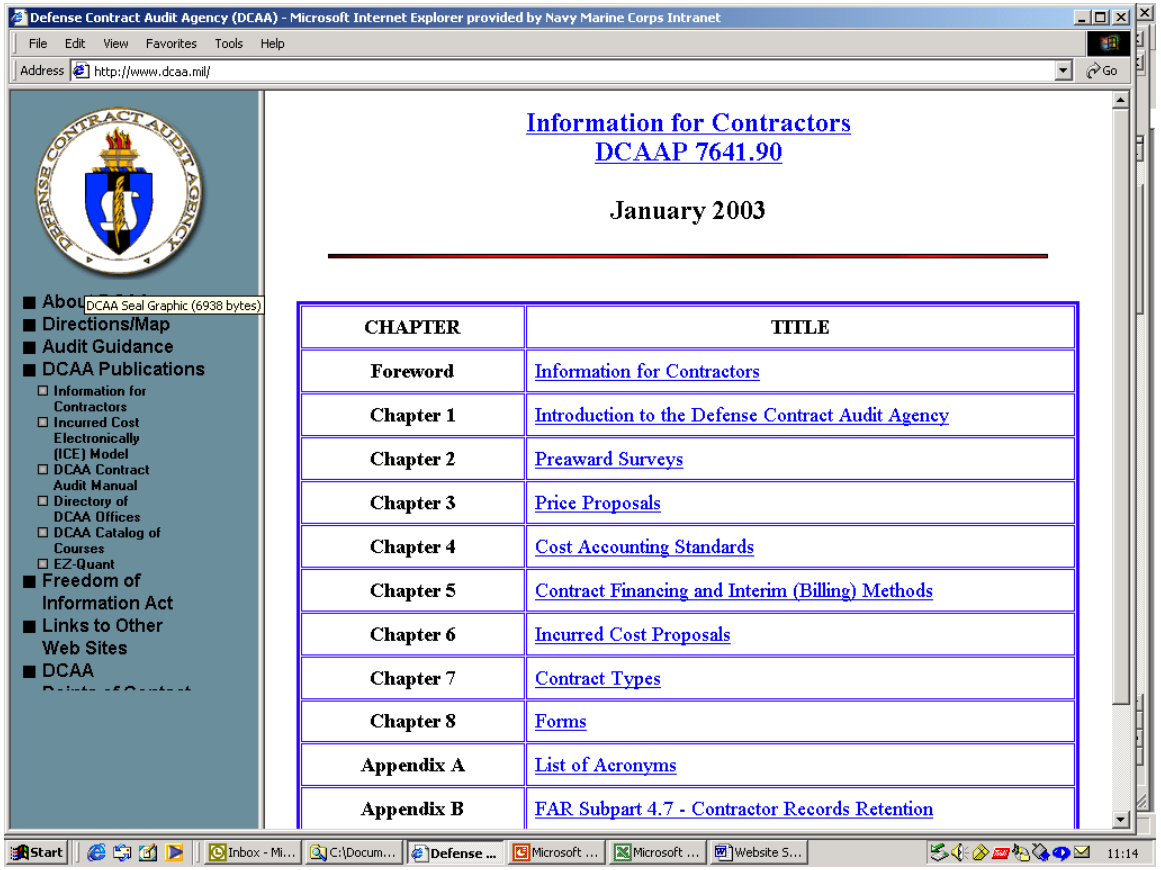
- Initiated by contracting officer.
- May be required by contract terms.
- May be required by Federal Acquisition Regulations (FAR).
- Depends on type of contract to be awarded (will discuss contract type later).
  - Firm-fixed-price (FFP) contracts and time and material (T&M) rates – most effort takes place during proposal stage.
  - Flexibly-priced contracts (cost reimbursable, cost plus fixed fee, fixed-price redeterminable, T&M hours) - most effort takes place at incurred cost stage.

DCAA AREAS OF EMPHASIS

- Systems adequacy
- Forward pricing review
- Incurred Cost (for cost and T&M contracts)
- Contractor compliance with government and contract requirements

DCAA WEBSITE

VISIT US AT OUR WEBSITE
www.dcaa.mil



DCAA CONTACT INFO

DCAA NAVAIR LIAISON

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OTHER DCAA CONTACT INFO

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DCAA Q&A

QUESTION AND ANSWER FORUM

Break!!

QUESTIONS?

CLOSING REMARKS

- Offerors must submit a proposal in response to the RFP. The proposal shall be prepared and submitted in accordance with the proposal instructions “Section L – Instructions, Conditions and Notice to Bidders”.

- Offeror must respond to all requirements of the solicitation with no additions or deletions.

- Data previously submitted, if any, will not be used in the evaluation of RFP responses. Do not include any previously submitted data in your proposal “by reference”.

CONCLUSION

Responses to questions, answers, agenda, presentations, other pertinent documents and information will be available through the IG DoD and NAVAIR websites:

- http://www.dodig.osd.mil (IG DoD)
- http://www.navair.navy.mil/doing_business/open_solicitations (NAVAIR)
- Procuring Contracting Officer: Adrienne.Somerville@navy.mil